



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
October 10, 2013**



CONVENE:

Board President Brendan Durrett called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on October 10, 2013 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett, President
Ed Pearson, Vice President
Ann Penn, Secretary
Andy Lippman, Trustee
Constance Lue, Trustee

Also Present

Steve Fjeldsted, City Librarian
Sean Faye, Administrative Secretary

EXCUSED: Richard D. Schneider, MD, Mayor

MINUTES: The minutes of the regular meeting of September 12, 2013 were reviewed – **MSC: Ed Pearson/Ann Penn – all approved.**

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request to Open Library to Public at 2 p.m. on December 16 to allow all Library staff to attend City Holiday Luncheon** – Steve Fjeldsted stated that although the City did not have a Holiday Luncheon last year, in past years the Library was allowed to open at 2 p.m. to allow staff to attend. Andy Lippman thought this was a great idea and asked if there was any tradition for the Board to thank the Library staff for their hard work. Brendan Durrett noted that this could be a challenge during working hours and asked the City Librarian for his thoughts. Steve replied that in addition to the City Holiday Luncheon, there is an internal Library Holiday party and a luncheon meeting hosted by the Friends. Andy Lippman was eager for a chance for the Board to connect more outreach with Library staff and Constance Lue agreed that there should be an opportunity for the Board to informally come together with the Library staff. Ann Penn asked Steve to get the staff's opinion. Brendan Durrett suggested that this should be a Discussion Item for next month's meeting.

MOTION: The Board agreed to have the Library open at 2 p.m. on December 16 so Library staff could attend City Holiday Luncheon. **MSC: Andy Lippman/Constance Lue – all approved.**

2. **Placement of 3 Plaques for Artwork Restoration Project and Phase II Beautification Project** - The three plaques in need of placement and installation are for the Children's Hour, the Phase II Beautification Project, and to honor the Setzler Family. Steve announced that the Artwork Restoration Project and Patio Furniture installation are moving along. The furniture is now at the Public Works yard, Donna Williams is continuing touch-up work on the Children's Hour artwork and Public Works fixed the paint surrounding the artwork. The Setzler Family, donors of the

furniture, would like their names on a separate plaque, which has been ordered using South Pasadena Beautiful funds. The Merrell Gage plaque is ready, but the plaque for the Setzler Family and the Phase II Beautification Project could take three weeks to arrive. We ordered the plaque for Phase II of the Exterior Beautification Project with the names of the Library Board of Trustees and City Council members and others using Library Board of Trustees funds. Ann Penn expressed concern that there could soon be too many plaques on Library grounds. Steve Fjeldsted added that the Carnegie Library plaque has proven quite effective in educating our patrons of the room's origins and the City Manager has informed him of the need for the City Council names on the plaque.

The Board went outside to the Library patio to determine where the three plaques should be installed and Sean Faye, the Administrative Secretary, took notes for a forthcoming diagram for Public Works.

MOTION: Ann Penn suggested that the Phase II Beautification plaque should be parallel to the Phase I Beautification plaque, on the west side of the Library patio, close to the tree. Constance Lue seconded – all approved. Andy Lippman recommended that the Children's Hour plaque be placed below and to the left of the Children's Hour artwork. Ed Pearson seconded – all approved. Steve Fjeldsted said that the Setzler family should determine where in the Library patio grounds they would like their plaque to be placed.

3. **Date for Exterior Beautification Ribbon Cutting** – Steve Fjeldsted said that the Ribbon Cutting date should be scheduled after the next Trustees meeting, as the plaques won't arrive for another three weeks. He then thanked Ed Pearson and Brendan Durrett for their work on the Subcommittee that approved the plaque language.
4. **Proposed Library Discard of Equipment** - The Board was presented with a list of equipment the Library would like to discard, including some out of date software, flip top cell phones, and computer accessories.

MOTION: The Board moved to discard the proposed equipment. MSC: Andy Lippman/Constance Lue – all approved.

DISCUSSION ITEMS:

1. **Library Staff Photo for the Website** – Steve Fjeldsted spoke with the City Manager, Sergio Gonzalez, and agreed that staff will take the group photo of the Library Staff at the Holiday Luncheon.
2. **Possibility of Thursday Night Hours** – The City Librarian also discussed with the City Manager a possible change in the Library's schedule for Thursday nights. The City Manager was in favor of this idea and thought it would be good for the community. He would like the City Librarian to gather the opinions of the Library staff. Andy Lippman expressed concern that a change in the Library's hours could adversely affect Middle and High School students and Ann Penn wanted to know if this was a means to attract new patrons. Andy Lippman was also concerned how this could affect staff hours. Steve said that this possible change in hours was not an attempt to boost Library statistics, but a way to appease the patrons and Farmers' Market attendees who have recommended the Library's hours be extended on Thursday nights. He added that he thought that the Library's hours could be better aligned with the usage and traffic patterns of the community. Thursday night could be a good opportunity for more outreach activities to the people who frequent the Farmers' Market and the Superintendent of Schools parking lot is available then too. For the recent

Masumoto Author Night there were 300 people in the Library Park. Brendan Durrett was inclined to agree, but it was decided to discuss further at next month's meeting.

3. **Date of Reception for Furniture Installation on Patio** – The furniture is currently at the Public Works yard awaiting further instructions for installation.
4. **Proposed Ribbon Cutting Event Date for Artwork/Patio Furniture Installation** – The City Librarian reported that the Setzler Family has asked for their own reception that fits the schedule of their out-of-town family visits. South Pasadena Beautiful wants a separate reception for the Setzlers'. Ed Pearson asked if these receptions would be hosted by South Pasadena Beautiful and the City Librarian replied that they would. Ann Penn suggested that the Setzler family be allowed to choose their date first and then South Pasadena Beautiful can confirm if possible. Ed Pearson added that our reception would be more focused on the Children's Hour artwork and Phase II of the Beautification Project. Brendan Durrett said this will be discussed further at the next meeting.
5. **"Halloween" Fundraising Film Screening on October 31st** – The City Librarian said the Friends will be sponsoring a fundraising screening of 1978's "Halloween," directed by John Carpenter. Tickets will be sold on Eventbrite.com for \$10, with half of the proceeds going to the Friends and the other half to the sCare Foundation for Homeless Teens, of which John Carpenter is a Board member. The City Librarian has written a Proclamation to declare "John Carpenter Night" and he will ask Mayor Schneider to present the Proclamation at the screening. The Bissell House has offered their best room for John Carpenter if he is available to attend the screening. Brendan Durrett expressed that he loved the idea of having a "John Carpenter Night" as opposed to a "John Carpenter Day." The City Librarian credited his wife Peggy for that idea. He continued that controls will be set in place to check identification to prevent those under 17 from attending without a parent and that David Lyons of CommCinema will again provide his professional projector equipment and big screen.
6. **California Library Association Annual Conference in Long Beach, Nov. 3-5** – Steve Fjeldsted announced that he has already registered for the Conference and said that there is money in the budget for a Trustee and Library Managers to attend. He wanted the Board to be aware and will provide further information.
7. **SPUSD Parking Lot** – The City Librarian informed the Board that soil testing and drilling into the pavement has begun. He is waiting for the School Board Meeting agenda to determine their intentions. There has been discussion of building a 91 family unit at that site, but there is nothing definitive to report at this time.
8. **City Community Center Ad Hoc Committee** – Ann Penn said that the meeting had been canceled. It has been rescheduled for the evening of October 16 and she will attend. Brendan Durrett thanked her for volunteering for this committee.
9. **Proclamation Recognizing John Carpenter and 35th Anniversary of "Halloween" for City Council** – The City Librarian has presented the City Council with his proclamation to honor John Carpenter. He reminded the Board that "Halloween" helped to introduce the world to South Pasadena, as many of the city's locations are featured prominently in the film. Andy Lippman once saw a bus tour that pointed out sites from the movie.

CORRESPONDENCE AND COMMUNICATIONS: None to report.

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: Mayor Schneider attended a Finance Committee meeting also on October 10 that coincided with the Board of Trustees meeting.

Friends Representative: Andy Lippman asked for suggestions regarding the next nominee to the Friends Board to be emailed to him. He stated that he was very proud the Restoration Concert Series has already sold out for the year.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report:

City Librarian:

- The City Librarian brought before the Board a request from the Junior League of Pasadena to serve white wine at their meeting in the Community Room on October 22. Brendan Durrett acknowledged that the Junior League is a charitable organization and Ann Penn remarked that they are very reliable. The Board moved to approve the request.
- On 10/17/13 there will be a Living History presentation featuring Ian Ruskin as Thomas Paine. There is a Thomas Paine Society in Pasadena and Steven Seaford, the Assistant Superintendent of Schools for the South Pasadena Unified School District, informed the City Librarian that Thomas Paine is being studied by the 4th Grade. This is being presented with a Living History Centre Fund grant.
- On 10/24/13 there will be an Architecture-themed Author Night featuring Stephen Gee, who will discuss his book about iconic LA Architect, John Parkinson, and Debi Howell-Ardila, who will give a presentation on Whitney R. Smith. This will be sponsored in part by the South Pasadena Cultural Heritage Commission and the South Pasadena Preservation Foundation.
- On 10/31/13 the Library will be screening John Carpenter's 1978 classic, "Halloween," which was largely filmed in South Pasadena. Videotheque and the Friends of the Rialto are assisting in outreach to the community.
- Lee Stetson will perform his one-man play entitled "The Spirit of John Muir" on 11/9/13, a Saturday afternoon. The Sierra Club has been helping with outreach to the community along with the South Pasadena Unified School District, who will be holding an essay contest about John Muir for their fourth grade class.

NEXT MEETING: Next meeting of the Library Board of Trustees will be held on 11/14/13.

ADJOURNMENT: The regular meeting of October 10, 2013 was adjourned at 8:15 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President